

IMPORTANT DUE DATES FOR SUPERINTENDENTS



KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JULY

Date	Program	Activity/Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day. KRS 161.760(1)	Anne Keating 502/564-4474	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. KRS 161.760(1)	Anne Keating 502/564-4474	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. KRS 161.760(2)	Anne Keating 502/564-4474	
*	Non-discrimination	Non-discrimination policy statement to be published in largest circulation newspaper serving the community. Between July 1-September 15, Federal Law	Laura Graham 502/564-4970	
1	Fiscal Year for Schools	Fiscal school year begins. KRS 158.050; KRS 160.450	Anne Keating 502/564-4474	
1	Performance Bond	Each local board of education must execute a bond for the faithful performance of its duties. KRS 160.570; 702 KAR 3:090	Kay Kennedy 502/564-5279	
1	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. KRS 150.560; 702 KAR 3:080	Kay Kennedy 502/564-5279	
8	Certification of School Bus Mileage		Kay Kennedy 502/564-5279	
15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report	Curt Lucas 502/564-3472	
25	Annual Financial Report (AFR)	Submit Annual Financial Report (AFR) to Division of District Operations. KRS 157.060; 702 KAR 3:110	Kay Kennedy 502/564-5279	
25	Tax Collector Reports (3)	(1) Tax Collection Information – 702 KAR 3:245 ; (2) Tax Collector’s Report to Local Board – 702 KAR 3:245 ; and (3) Local District’s Reconciliation of Taxes Collected Reports – 702 KAR 3:245	Michelle Sutton 502/564-3846	
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): Even Start, Title IID Education Technology and IDEA-B Basic Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and Title VI Rural and Low Income Secondary Career & Technical Education, Dropout prevention, and Final Expenditure Report for Community Education Read to Achieve and Math Achievement Fund Title IIA Teacher Quality and Title V Innovative Programs Title IV Safe and Drug Free Schools, and IDEA-B Preschool	TBA - 502/564-1979 Judy Howard 502/564-1979 Lea Lewis 502/564-1979 Georgie Burton 502/564-1979 Tracy Billingsley 502/564-1979 Martha Johnson 502/564-1979	

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Important Due Dates for Superintendents

JULY (Continued)

	Federal and State Grant Programs (Continued)	ESS, State Preschool, Textbooks, Professional Development and Safe Schools Gifted and Talented and Elementary Arts and Humanities	Karen Wirth 502/564-1979 Kristin Burton 502/564-1979	
25	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	TBA 502/564-1979	
25	21 st Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
25	Project LEAD the Way (Pre-engineering) Grant	Final Report for one year (mail to KDE contact)	Lea Lewis 502/564-1979	
25	Energy Technology	Final Report (mail to KDE contact)	Lea Lewis 502/564-1979	
30	IDEA Basic/Preschool	Report for children and youth with disabilities exiting special education and Report of children with disabilities subject to disciplinary suspensions or expulsions	Chris Thacker 502/564-4970	
31	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton 502/564-1979	

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Important Due Dates for Superintendents

AUGUST

Date	Program	Activity/Description	KDE Contact	District Contact
*	Certified Evaluation	KRS 156.557 requires all certified employees to receive within the first month of reporting for employment each school year an explanation and discussion of the criteria on which they are to be evaluated. 704 KAR 3:345	Anne Keating 502/564-4474	
*	Program Participation in School Lunch Program	File completed Agreement for Program Participation in National School Lunch and School Breakfast Program. (updated electronically)	Steve Smith 502/564-5625	
*	Local Tax Levy (July-Dec)	Local tax levy within 30 days of receipt of certified assessment from KDE to local school district. KRS 160.470(5)	Michelle Sutton 502/564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Michelle Sutton 502/564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Michelle Sutton 502/564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Kay Kennedy 502/564-5279	
*	Nutrition Programs	File completed Agreement for Program Participation in National School Lunch and School Breakfast Program. (updated electronically)	Paul McElwain 502/564-5625	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish annual financial reports in local newspaper within 60 days after the close of the fiscal year. KRS 424.120; KRS 424.220	Kay Kennedy 502/564-5279	
15	Title I	Title I Ranking Report	Ava Taylor/Debbie Hicks - 502/564-3791	
20	Title I	Submit waiver requests to State Title I office for letter of support	Ava Taylor/Debbie Hicks 502/564-3791	
30	Instructional Leadership Act	End of cycle Instructional Leadership Report to Division of Leadership and Instructional Support	John Fields 502/564-4201	

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Important Due Dates for Superintendents

SEPTEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. 702 KAR 3:246 Section (4b)	Mary Jo Rist 502/564-4201	
14	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (150 days after the first day of 2006-07 district testing window)	Rhonda Sims 502/564-4394	
15	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. 702 KAR 3:246 (4b)	Mary Jo Rist 502/564-4201	
15	SBDM	KDE is required to provide all disaggregated student performance data to all schools.	Mary Jo Rist 502/564-4201	
15	District Budgets	Indirect Cost Rates proposal due to the Division of District Operations.	Kay Kennedy 502/564-5279	
20	Textbook and Instructional Materials	State Multiple List of Textbooks and Instructional Materials available on KDE website.	Donna Travillian 502/564-2106	
30	Secondary Career & Technical Education	All TEDS data from prior school year must be in. (TEDS data are locked October 1.)	Kim Rice 502/564-3775	
30	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Karen Wirth 502/564-1979	
30	Class Size Compliance	Maximum class size update report to KDE (Non SBDM schools and districts with one school)	Lee Goss 502/564-1479	
30	District Budgets	Each local board must submit a working budget with at least 2% contingency to the Kentucky Board of Education. KRS 160.470(6)(b)	Kay Kennedy 502/564-5279	
30	Secondary Career & Technical Education	Career & Technical Education Course Offerings Form	Pat Vencill 502/564-3472	
30	ESS	ESS Student STI/Infinite Campus reports uploaded through the web: Summer Term	April Pieper 502/564-4772	
30	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) by October 1.	Kay Kennedy 502/564-3846	
30	School District Personnel	Classified Staff Data (CSD) report (financial data) by October 1.	Kay Kennedy 502/564-3846	

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Important Due Dates for Superintendents

OCTOBER

Date	Program	Activity/Description	KDE Contact	District Contact
1	Pupil Transportation	Vocational Transportation Application due.	Kay Kennedy 502/564-3846	
1	Minority Report	Minority Educator Recruitment and Retention Annual Report (Access granted to this report on 9/1; Due to KDE on 10/1)	Natasha Murray 502/564-1479	
1	Nutrition Programs	Select verification sample.	Paul McElwain 502/564-5625	
15	Title III	Plan and Budget to KDE for recipients of LEP and/or Immigrant Students subgrant(s)	Judy Howard 502/564-1979	
15	School Report Card	Superintendent or designee should approve district and school report cards for publication; an announcement should be placed in the county's largest newspaper that school and district report cards are available on the KDE Website at http://applications.kde.state.ky.us/SchoolReportCardArchive/ and that printed copies of the cards can be requested at the school and/or district offices.	Jay Roberts 502/564-9853	
22	LEAD	Local Educator Assignment Data Report	Cindy Godsey 502/564-4606	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and Title VI Rural and Low Income</p> <p>Secondary Career & Technical Education, and Dropout prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p> <p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p>	<p>TBA 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>TBA 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p> <p>Martha Johnson 502/564-1979</p>	

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Important Due Dates for Superintendents

OCTOBER (Continued)

	Federal and State Grant Programs (Continued)	ESS, State Preschool, Textbooks, Professional Development and Safe Schools	Karen Wirth 502/564-1979	
		Gifted and Talented and Elementary Arts and Humanities	Kristin Burton 502/564-1979	
25	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	TBA 502/564-1979	
25	21 st Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
30	E-Rate	Letter of Agency	Gail Bell 502/564-2020	
30	E-Rate	Children's Internet Protection Act Compliance (Form 479)	Gail Bell 502/564-2020	

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Important Due Dates for Superintendents

NOVEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
1	Secondary Career & Technical Education	Locally operated and all other schools 1 st semester imported into TEDS	Kim Rice 502/564-3775	
1	District SBDM Council Programs	Principals are to report through the local superintendent the names and addresses of SBDM Council members and verify that each has completed the required training. The report must be posted on district or school web pages.	Mary Jo Rist 502/564-4201	
1	Pupil Transportation	Transportation Growth Factor Adjustment Sheets due	Kay Kennedy 502/564-5279	
1	Non-resident contract list of students	Submit listing of students covered by the non-resident contract. 702 KAR 7:125 (14)	LaTonya Bell 502/564-3846	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Kay Kennedy 502/564-5279	
1	Audit and Compliance	Submit contracts for non-resident students	LaTonya Bell 502/564-3846	
1	School Report Card	Districts begin preparation of School Report Card	Jay Roberts 502/564-9853	
1	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps KRS 158.649 (SB 168) and per local board policy on planning. (Note: Final agreement due by February – Annually)	Mary Jo Rist 502/564-4201	
1	Nonacademic Data	Nonacademic Data report	David Curd 502/564-5279 or 9853	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis – 502/564-1979	
14	Title I	Title I Comparability Report	Ava Taylor/Debbie Hicks - 502/564-3791	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor's report, submit post audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Operations. KRS 156.275	Kay Kennedy 502/564-5279	
15	Pupil Transportation	School bus purchase forms due (Forms mailed to local district superintendents by August 1 each year and are available from the KDE Transportation web page)	Dave Mangum 502/564-4718	
15	Title II (Teacher Quality)	Title II Previous Year Performance Report	Lee Goss 502/564-1479	
15	Nutrition Programs	Completed Free and Reduced Price Income Verification process	Paul McElwain 502/564-5625	
15	Textbooks and Instructional Materials	Consumer Guide as to the State Multiple List of Textbooks and Instructional Materials (available on KDE website)	Donna Travillian 502/564-2106	
15	IDEA-B (KCMP)	District self-assessment data only	Roger Lacy 502/564-4970	

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Important Due Dates for Superintendents

NOVEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, KRS 158.156	Nijel Clayton 502/564-4772	
30	IDEA-B	Excess Cost and Maintenance of Fiscal Effort Report (Secure file transfer)	Chris Thacker 502/564-4970	

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Important Due Dates for Superintendents

DECEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Kay Kennedy 502/564-5279	
1	E-Rate	Free/Reduced Lunch Data submitted to KDE from District Technology Coordinators	Gail Bell 502/564-2020	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
15	School Report Card	Deadline for district to submit school report card information	Jay Roberts 502/564-9853	
15	Secondary Career & Technical Education	KOSSA (Kentucky Occupational Skill Standards Assessments) Registration	Pam Moore 502/564-3472	
15	Secondary Career & Technical Education	Follow-up/Transition Report for Career Tech. Education Students	Kim Rice 502/564-3775	
15	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1), Personnel Employed for Special Education Report, Implementation of FAPE (Educational Placements) Report	Larry Taylor 502/564-4970	
15	State Preschool	Enrollment Count Report December 1	Kim Wiley/Bill Buchanan 502/564-7056	

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Important Due Dates for Superintendents

JANUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Local Board Meetings (January School Board Meeting)	Local board must adopt a regular board meeting schedule and make it available to the public. KRS 61.820	Anne Keating 502/564-4474	
*	Staffing Policies	Review/revise school staffing policies and submit to the KDE Division of Leadership and Instructional Support prior to March 1 in order to use them the same year. 702 KAR 3:246	Mary Jo Rist 502/564-4201	
10	JAG	Monthly Report (send to KDE Contact)	Lea Lewis 502/564-1979	
15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick 502/696-7394	
17	School Report Card	School Report Card sent to all parents and guardians	Jay Roberts 502/502-9853	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and Title VI Rural and Low Income</p> <p>Secondary Career & Technical Education, and Dropout prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p> <p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Gifted and Talented and Elementary Arts and Humanities</p>	<p>TBA - 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>TBA 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p> <p>Martha Johnson 502/564-1979</p> <p>Karen Wirth 502/564-1979</p> <p>Kristin Burton 502/564-1979</p>	

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Important Due Dates for Superintendents

JANUARY (Continued)

25	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	TBA 502/564-1979	
25	21 st Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
30	IDEA-B (KCMP Special Education Monitoring Document)	District self-assessment with analysis (secure file transfer, web application)	Roger Lacy 502/564-4970	
31	District Budgets	Draft budget review by local board (start of new year budget). KRS 160.470(6)(a)	Kay Kennedy 502/564-5279	
31	Commonwealth School Improvement Funds	Final \$0.00 report must be submitted for Project 105X	Lea Lewis 502/564-1979	
31	Nutrition Programs	Complete the needs assessment and reporting required by KRS 158.856	Paul McElwain 502/564-5625	

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Important Due Dates for Superintendents

FEBRUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of KRS 158.649 (SB 168) and local board policy.	Mary Jo Rist 502/564-4201	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of KRS 158.649 (SB 168) and local board policy.	Mary Jo Rist 502/564-4201	
*	Read to Achieve	Submit Mid-Year Report to KDE	Sandra Dodson/Audrey Proctor 502/564-2106	
*	Math Achievement Fund	Submit mid-year report	Linda Montgomery 502/564-2106	
1	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of KRS 158.649 (SB168) and local board policy.	Mary Jo Rist 502/564-4201	
1	Non-resident Contracts	Non-resident contacts should be approved by the local board for the following school year 702 KAR 7:125 (14)	LaTonya Bell 502/564-3846	
1	Nutrition Programs	Complete local monitor reviews (Required on multi-school districts only; Maintain on file at local level)	Paul McElwain 502/564-5625	
1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1. KRS 160.380 (2) (a)	Anne Keating 502/564-4474	
4-29	Sec. Career and Tech. Education	KOSSA assessment window for students in career and technical education	Pam Moore 502/564-3775	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
11	District Report Card	Publish in county's largest newspaper or on website the location of the district's report card (Latest date to report this)	Jay Roberts 502/564-9853	
11	Expanded District Report Card	The Expanded District Report Card is to be available to the public by the publication date of the District Report Card.	Jay Roberts 502/564-9853	
14	Title X Part C	Annual Homeless Children/Youth Count Survey	Mary Marshall 502/564-3791	
15	Family Consumer/Science Education	Family Career and Community Leaders of America Honor Roll Report	Reeca Carver 502/564-3775	
25	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Lee Goss 502/564-1479	
29	LEAD	Spring Reporting Period	Cindy Godsey 502/564-4606	

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Important Due Dates for Superintendents

MARCH

Date	Program	Activity/Description	KDE Contact	District Contact
1	Nutrition Programs	Submit Free and Reduced Price Verification Summary Report	Paul McElwain 502/564-5625	
1	School Staffing	The board must give each SBDM Council the school staffing and budget allocations for the next fiscal year by March 1. KRS 160.345; 702 KAR 3:246	Mary Jo Rist 502/564-4201	
1	PASS	Program Status Report and Expenditure Report	Lea Lewis 502/564-1979	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
15	Secondary Career & Technical Education	Second semester TEDS data imported	Kim Rice 502/564-3775	
31	Title IIA, IID, III, IV, V and IDEIA-B	Declaration of Participation	Becky Stoddard 502/564-1979	

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Important Due Dates for Superintendents

APRIL

Date	Program	Activity/Description	KDE Contact	District Contact
*	Data Review	Under provisions of KRS 158.649 (SB 168) school plans for closing achievement gap in schools must be reviewed per local board policy on planning. KRS 160.345 Section (3c).	Mary Jo Rist 502/564-4201	
*	School Plans	Principal(s) convenes public meeting to review plans for closing the achievement gap under provisions of KRS 158.649 (SB 168) and local board policy.	Mary Jo Rist 502/564-4201	
*	District Budget	District staff should begin preparing the Tentative Working Budget after notification of final SEEK from KDE.	Kay Kennedy 502/564-5279	
*	Primary	Distribution of Demographic Survey of Primary Programs	Becca Atkins-Stumbo 502/564-2106	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
14	E-Rate, Title IID, KETS	Technology Plan	Kim Duvall/KETS Engineers; 502/564-2020	
15	School Calendar	Local board of education may consider recommendations for the following year.	LaTonya Bell 502/564-3846	
15	Approval of School Calendar	Approval of amended current year school calendar by local board of education. 702 KAR 7:125 (2)	LaTonya Bell 502/564-3846	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>Even Start, Title IID Education Technology and IDEA-B Basic</p> <p>Migrant Education, Title X Homeless, Title I, Part A Redirected Funds, Title I School Improvement, Title I School Improvement Section 10039g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and Title VI Rural and Low Income</p> <p>Secondary Career & Technical Education, and Dropout prevention</p> <p>Read to Achieve and Math Achievement Fund</p> <p>Title IIA Teacher Quality and Title V Innovative Programs</p> <p>Title IV Safe and Drug Free Schools, and IDEA-B Preschool</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p>	<p>TBA - 502/564-1979</p> <p>Judy Howard 502/564-1979</p> <p>Lea Lewis 502/564-1979</p> <p>TBA - 502/564-1979</p> <p>Tracy Billingsley 502/564-1979</p> <p>Martha Johnson 502/564-1979</p> <p>Karen Wirth 502/564-1979 Kristin Burton</p>	

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Important Due Dates for Superintendents

APRIL (Continued)

25	Reading First	Quarterly Expenditure Report (mail hard copy to KDE contact)	TBA 502/564-1979	
25	21 st Century Community Learning Centers and Locally Operated CTE Center	Quarterly Expenditure Reports for each program (mail hard copy of each report to KDE contact)	Lea Lewis 502/564-1979	
30	SBDM	School council approves school improvement plan and submits to superintendent on a timeline established by local board policy. KRS 160.345 (3)(c)	Mary Jo Rist 502/564-4201	
30	Written Notice (non-renewal certified)	Superintendent must give written notice of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. KRS 161.750(2)	Anne Keating 502/564-4474	
30	Written Notice (non-renewal classified)	Superintendent must give written notice of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. KRS 161.011	Anne Keating 502/564-4474	

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Important Due Dates for Superintendents

MAY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees no later than 90 days before the first student attendance day of the following school year. KRS 161.765; KRS 161.760	Anne Keating 502/564-4474	
*	Read to Achieve	Submit End-of-Year Report	Audrey Proctor/Sandra Dodson, 502/564-2106	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of KRS 161.765 .	Anne Keating 502/564-4474	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy.	Donna Travillian 502/564-2106	
1	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. KRS 157.395	Michelle Sutton 502/564-3846	
1	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by KRS 158.856(6) .	Paul McElwain 502/564-5625	
1	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in KAR 160.345(11) , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by KRS 158.856(6) .	Paul McElwain 502/564-5625	
10	JAG	Monthly Report (send to KDE contact)	Lea Lewis 502/564-1979	
15	Agricultural Education	SAE Annual Report for Agricultural Education	Curt Lucas 502/564-3775	
15	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	LaTonya Bell 502/564-3846	
15	State Preschool	End of year supplemental count (3 yr. olds with disabilities)	Kim Wiley/Bill Buchanan 502/564-7056	
15	Title III/LEP	Annual Performance Report data (electronically)	Shelda Hale 502/564-2106	
15	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Report and Summative Evaluations	Leah Ellis/Greg Finkbonner 502/564-2106	
15	Title III	Limited English Proficient students who qualify for Federal funding to eligible districts (use STI/Infinite Campus)	Shelda Hale/Greg Finkbonner 502/564-2106	
30	District Budget	Adopt the Tentative Budget by May 30 with at least a 2% contingency. KRS 160.470(6)(a)	Kay Kennedy 502/564-3846	
30	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council.	Mary Jo Rist 502/564-4201	

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Important Due Dates for Superintendents

MAY (Continued)

31	Secondary Career & Technical Education	End of year data imported into TEDS	Kim Rice 502/564-3775	
31	Pupil Transportation	Certification for Transportation for Home Trips for Resident Pupils Certification for Transportation for Daily Trips	Kay Kennedy 502/564-5279	
31	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 31.	Michelle Sutton 502/564-3846	

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Important Due Dates for Superintendents

JUNE

Date	Program	Activity/Description	KDE Contact	District Contact
*		Title IX forms sent to KHSAA	Larry Boucher 859/299-5472	
1	High Schools That Work	Annual Progress Report	Diane Sharp 502/564-3775	
2	Primary Program	Returning of the Demographic Survey of Primary Program	Becca Atkins-Stumbo 502/564-2106	
10	Math Achievement Fund	Submit year-end report	Linda Montgomery 502/564-2106	
10	JAG	Final Report (send to KDE contact)	Lea Lewis 502/564-1979	
15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Paul McElwain 502/564-5625	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice they do not accept employment. KRS 161.750(3)	Anne Keating 502/564-4474	
16	State Preschool	Annual Performance Report	Annette Bridges/Bill Buchanan 502/564-7056	
16	State Preschool	Preschool Program approval form	Hanan Osman 502/564-7056	
30	Even Start	2006-07 Even Start Application Amendments	Bill Buchanan 502/564-7056	
30	Even Start	Annual Progress Report	Bill Buchanan 502/564-7056	
30	ESS	2008-09 ESS Program Report	April Pieper 502/564-4772	
30	ESS	Daytime Waiver Evaluations	April Pieper 502/564-4772	
30	ESS	STI/Infinite Campus regular term reports – uploaded through the web	April Pieper 502/564-4772	
30	School & District Improvement Plans	Submit assurances by Email from Superintendent's Inbox to KDE Assurances Mailbox by June 30 each year.	Susan Ronca 502/564-1979	
30	Preschool	Kentucky Preschool Performance Report	Kim Wiley/Bill Buchanan 502/564-7056	
30	Pupil Transportation	Pupil Transportation Adjustment Forms due	Kay Kennedy 502/564-5279	
30	Home & Hospital	Submit Home and Hospital Form to Division of District Operations. 702 KAR 7:120 (5).	Kay Kennedy 502/564-5279	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JUNE (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Kay Kennedy 502/564-3846	
30	Title IV	If district is requesting to carryover 25%, or less, of current year's grant, must notify KDE	Nijel Clayton 502/564-4772	
30	CDIP	District Plan (CDIP) to be posted on the district web page for KDE review/approval for federal program funds by June 30.	Mary Rist 502/564-4201	
30	Secondary GED	Secondary GED data report. 704 KAR 7:150	Sharon Johnston 502/564-4772	
30	Safe Schools	Safe Schools Data Report	Libby Taylor 502/564-4772	
30	Fiscal Year for Schools	End of school fiscal year KRS 158.050; KRS 160.450	Kay Kennedy 502/564-5279	
30	Secondary Career & Technical Education	Documentation for not meeting Perkins Performance Measures in Comprehensive School Improvement Plan	Pat Vencill 502/564-3472	
30	Non-resident Contracts	Amendments to contracts for non-resident students. 702 KAR 7:125 (14)	Kay Kennedy 502/564-5279	
30	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Kay Kennedy 502/564-5279	
30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick 502/696-7394	
30	New School Calendar	School calendar for upcoming school year due to KDE by June 30. 702 KAR 7:125 (2)	Kay Kennedy 502/564-5279	
30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. 702 KAR 7:125 (2)	Kay Kennedy 502/564-5279	
30	Commonwealth School Improvement Funds	Hard copy MUNIS report for Project 1058 reflecting a \$0.00 balance and/or \$0.00 balance with encumbered funds must be submitted.	Lea Lewis 502/564-1979	
30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Kim Rice 502/564-3775	
30	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Mark Ryles 502/564-4326	

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